

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
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RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

Sales Associate/Project Estimator

One (1) part-time (up to 37 hours/week), Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Copy of High School Diploma or GED
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: February 19, 2016

Closing Date: March 4, 2016 at 4:00pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

SALES ASSOCIATE/PROJECT ESTIMATOR

One (1) part-time (up to 37 hours/week), Non-exempt position

LOCATION:

Ojibwa Building Supply
804 US 41 South
Baraga, MI 49908

SUPERVISORY CONTROL:

Store Manager

SALARY:

Grade 8 (minimum starting wage = \$15.21/hour)

SUMMARY:

The Sales Associate/Project Estimator is responsible for selling to contractors and customers in the store, over the telephone, and, when directed by the Store Manager, at the customer's job site. The Sales Associate/Project Estimator will ensure that all quote requests are handled in a timely manner. The Sales Associate/Project Estimator is responsible for estimating jobs and take offs as well as training the staff in estimating and sales procedures and processes.

QUALIFICATIONS:

- High School diploma or equivalent required. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below).
- At least two (2) years direct sales experience in the building materials field and experience in building materials estimating is preferred.
- Contractor's license is preferred.
- Must demonstrate the ability to do residential and commercial take offs.
- Must be able to read and interpret blueprints.
- Must be computer/word processor literate.
- Must be at least 18 years of age.
- Must be able to lift up to eighty (80) pounds.
- Must possess a valid, unrestricted Michigan driver's license, a good driving record, and be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Act as Ojibwa Building Supply's (OBS) representative and treat all customers in a courteous and professional manner.
2. Perform effective sales techniques and estimating procedures both manually and using appropriate software.
3. Ensure customer orders are ordered through the appropriate supplier using appropriate software and are delivered in a timely manner.
4. Enter sales, estimates, quotations, and purchase order transactions into the POS system as required.
5. Compute and quote estimates as required by the Store Manager.
6. Possess a basic knowledge of all products stocked in the store and stocked by suppliers.
7. Tour all areas of the store periodically to observe inventory levels, inventory location, location of special orders, etc. Compare stock levels versus the quantity levels listed on the computer system.
8. Must be able to advise and demonstrate the application of all products stocked in the store.
9. Must be familiar with OBS' and supplier price books.
10. Stock inventory as required; Make deliveries; and complete accompanying paperwork.
11. Maintain work area, showroom, displays and inventory in a clean and orderly condition.
12. Participate in shared janitorial duties.
13. Report all customer complaints and/or returns to the Store Manager and coordinate action as directed by the Store Manager.
14. Tag material to be returned to vendors; prepare necessary paperwork and provide copies to the bookkeeper; contact the vendor for pickup; and advise appropriate personnel if the customer is due a refund.
15. Develop promotions and advertising in collaboration with the Store Manager.
16. Must be willing and able to work flexible hours.
17. Perform other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Distribution Date: February 9, 2016

Closing Date: March 4, 2016 at 4:00pm

Name: _____ POSITION: **Sales Associate/Project Estimator**

Please list your specific experience and knowledge in regards to the following qualifications:

At least two (2) years direct sales experience in the building materials field and experience in building materials estimating is preferred.

Contractor's license is preferred. _____

Must demonstrate the ability to do residential and commercial take offs.

Must be able to read and interpret blueprints.

Must be computer/word processor literate.

Must be able to lift up to eighty (80) pounds. _____

Must possess a valid, unrestricted Michigan driver's license, a good driving record, and be insurable to operate fleet vehicles.
